

Minimum Qualification Specifications
for the Class:

FILM INDUSTRY DEVELOPMENT MANAGER
(FILM INDUSTRY DEV MANAGER)

Basic Education/Experience Requirement:

Graduation from an accredited four (4) year college or university with a bachelor's degree.

Excess work experience as described under the Specialized Experience, below, or any other responsible administrative, professional or analytical work experience that provided knowledge, skills and abilities comparable to those acquired in four (4) years of successful study while completing a college or university curriculum leading to a baccalaureate degree may be substituted on a year-for-year basis. To be acceptable, the experience must have been of such scope, level and quality as to assure the possession of comparable knowledge, skills and abilities.

The education or experience background must also demonstrate the ability to write clear and comprehensive reports and other documents; read and interpret complex written material; and solve complex problems logically and systematically.

Experience Requirements:

Except for the substitutions provided for in this specification, applicants must have had progressively responsible experience of the kind, quality and in the amounts shown below.

General Experience: One (1) year of experience which required a high degree of responsible public contact work with a variety of individuals and/or organizations. Such experience must have demonstrated the ability to establish and maintain effective relationships and to deal effectively with others. The experience may have been gained in such fields as public relations, advertising, promotional work, social work, etc.

Specialized Experience: One (1) year of responsible work experience with demonstrated the possession and knowledge of the general, overall operation of the film industry (motion picture and/or television); its economic characteristics and impact; marketing and advertising related to film industry; film personnel and their respective roles; governmental organizations impacting upon the operations of the film industry; filmmaking services such as sound stages, post production facilities; etc.; and

government permit procedures. The experience must have involved substantially varied activities such as identifying appropriate facilities, personnel and services necessary for filming; obtaining required permits, licenses, clearances, etc., from governmental and private sources; developing a budget and formulating expenditure plans for filming purposes, etc., consistent with the work of the class.

Analytical Experience: One (1) year of responsible analytical work experience which demonstrated the ability to analyze information and perform problems solving. The experience must have demonstrated the ability to define and analyze problems; identify information needs, collect, and analyze data; identify and weigh alternatives and their advantages and disadvantages; develop logical recommendations for a course of action; read and comprehend complex material such as federal regulations and draft comprehensive reports of findings and recommendations.

Supervisory Experience: One (1) year of supervisory work experience which included: 1) planning, organizing, scheduling, and directing the work of others; 2) assigning and reviewing their work; 3) advising them on difficult work problems; 4) training and developing subordinates; and 5) evaluating their work performance.

Management Experience: One (1) year of managerial or professional managerial staff experience which involved active participation in and major responsibility for the following activities:

1. Policy determination and implementation.
2. Budget preparation and execution.
3. Planning, developing and managing various activities or operations. Such experience may have been gained as a program manager, project manager or key staff officer for management related functions.

Non-Qualifying Experience:

Work experience of limited scope and which was primarily concerned with the technical aspect of film/video production (camera or audio work, script writing, etc.) is not qualifying.

Substitutions Allowed:

1. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university in public relations, advertising, marketing, communication or related fields may be substituted for one (1) year of the required General Experience.
2. Satisfactory completion of all academic requirements for a master's degree from an accredited college or university in film production or related fields may be substituted for one (1) year of the required Specialized Experience.

Quality of Experience:

Possession of the required number of years of experience will not in itself be accepted as proof of qualification for a position. The applicant's overall experience must have been of such scope and level of responsibility as to conclusively demonstrate that he/she has the ability to perform the duties of the position for which he/she is being considered.

License Required:

Applicants must possess a valid license to drive in the State of Hawaii.

Selective Certification:

Specialized knowledge, skills and abilities may be required to perform the duties of some positions. For such positions, Selective Certification Requirements may be established and certification may be restricted to eligibles who possess the pertinent experience and/or training required to perform the duties of the position.

Agencies requesting selective certification must show the connection between the kind of training and/or experience on which they wish to base selective certification and the duties of the position to be filled.

Tests:

Applicants may be required to qualify on an appropriate examination.

Physical and Medical Requirements:

Applicants must be able to perform the essential duties and responsibilities of the position effectively and safely, with or without reasonable accommodation.

This is an amendment to the minimum qualification specification for the FILM INDUSTRY DEVELOPMENT MANAGER, which was approved on December 23, 2011.

DATE APPROVED: 2/6/12



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